



Miramar | Building Division

Community & Economic Development Department
2200 Civic Center Place | Miramar, Florida 33025
Tel: 954.602.3200 | Fax: 954.602.3635
www.miramarfl.gov

Service Change Package

Who Can Apply (A or B)

A. Licensed Contractors: Permit can be issued to **Licensed Contractors** properly registered in the Community Development - Building Division. Contractors shall provide all required applications properly signed and notarized. Licensed Contractor Properly Registered means → Contractor who holds a license with the **qualification to work in Broward County**, Business Tax Receipt (former Occupational License) and updated insurances.

Attention Registered Contractor with County License

Definition as per Florida Department of Business & Professional Regulations: Registered contractors are designated by an occupation code which begins with the letter "R". As per FLORIDA STATUTES 489.117 (a)(b)(c). Registration allows the registrant to engage in contracting **ONLY** in the counties, municipalities, or development districts where he or she has complied with all local licensing requirements and only for the type of work covered by the registration. Each registrant shall report to the board (DBPR – Construction Industry) each local Jurisdiction and each category of registration in which the registrant holds a certificate of competency or license, or where the registrant has been granted a certificate of competency or license by reciprocal agreement.

B. ATTENTION HOMEOWNER /BUILDER – READ CAREFULLY

B. Homeowner/Builder for Residential Only. Permit can be issued to homeowner/builder if job **address matches the address on picture ID (Driver License, ID card) and Proof of ownership (Recorded warranty deed, tax statement, settlement statement)**. It means that Homeowner/Builder may apply if his/her address on picture ID match the job address for which he/she intends to apply for permit, also proof of ownership shall match the name and address on the picture ID.

- For Homeowner applicants only → Permit applications, Owner- Builder Disclosure Statement and HOA - Affidavit of Awareness must be notarized by Building Division Clerks. **OUTSIDE NOTARIZATION WILL NOT BE ACCEPTED.**

If a contractor is hired, then the contractor must pull the permit.

Required Documents

- ☐ Completed application based on the scope of work.
- ☐ Provide one (1) completed Service Upgrade Diagrams (See attached).
- ☐ Job contract, completed & signed by both parties (Contractor & Homeowner).
- ☐ Affidavit of Awareness of Homeowner's Association (Included in this package). Homeowner/Builder applicant shall read carefully this Affidavit to fully understand his/her responsibilities.
- ☐ Owner –Builder Disclosure Statement (For Homeowner applicants only). Proof of ownership & Picture ID shall match the job address (For Homeowner applicants only). Read Carefully before signing off the Owner –Builder Disclosure Statement.
- ☐ Notice of Commencement, if job value is more than \$2,500 as per value in a contract signed by both parties (Contractor & Homeowner) or as determined by Building Official. **Notice of commencement must be filed at the Broward County Government Center / Records Division 115 S. Andrews Ave. Fort Lauderdale, FL 33301.**

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other _____

Application Number: _____

Application Date: _____

1	Job Address: _____		Unit: _____	City: _____
	Tax Folio No.: _____	Flood Zone: _____	BFE: _____	Floor Area: _____
	Building Use: _____		Construction Type: _____	Occupancy Group: _____
	Present Use: _____		Proposed Used: _____	
	Description of Work: _____			
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____			
Legal Description: _____				<input type="checkbox"/> Attachment
2	Property Owner: _____		Phone: _____	Email: _____
	Owner's Address: _____		City: _____	State: _____ Zip: _____
3	Contracting Co.: _____		Phone: _____	Email: _____
	Company Address: _____		City: _____	State: _____ Zip: _____
	Qualifier's Name: _____		Owner-Builder: <input type="checkbox"/>	License Number: _____
4	Architect/Engineer's Name: _____		Phone: _____	Email: _____
	Architect/Engineer's Address: _____		City: _____	State: _____ Zip: _____
	Bonding Company: _____			
	Bonding Company Address: _____		City: _____	State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____			
	Fee Simple Titleholder's Address (If other than owner): _____		City: _____	State: _____ Zip: _____
	Mortgage Lender's Name: _____			
	Mortgage Lender's Address: _____		City: _____	State: _____ Zip: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent

X _____
Signature of Qualifier

STATE OF FLORIDA
COUNTY OF _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____

Code in Effect: _____

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



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Owner/Builder Disclosure Statement

Owner Name: _____

Address: _____ Miramar, FL, Zip Code: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

I am submitting an application for a Building Permit as an Owner-Builder in accordance with the exemption set forth in Florida Statute 489.103. Florida law requires construction to be done by a licensed contractor. It's a requirement by law you read and sign the following statements, and hence you can understand your responsibilities as an owner-builder. By signing the following statements, you attest that:

DISCLOSURE STATEMENT

(Read and Initial to the left of each statement)

- 1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
- 2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
- 3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
- 4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
- 5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
- 6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
- 7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- 8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
- 9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.



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Owner/Builder Disclosure Statement

(Continuation)

- 10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (telephone number) or (Internet website address) for more information about licensed contractors.
- 11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed above.
- 12. I agree to notify (issuer of disclosure statements) immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

I have read the foregoing instructions and I am aware of my responsibilities.

Owner Signature

Date Signed

STATE OF FLORIDA, COUNTY OF BROWARD. Sworn to and subscribed before me this _____ day of _____, 20_____.

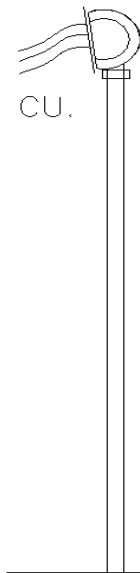
Notary Public

F.S 489.103. 3(c). If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

PERMIT No.:

JOB ADDRESS:

3 # _____ THWN CU.
TO FPL

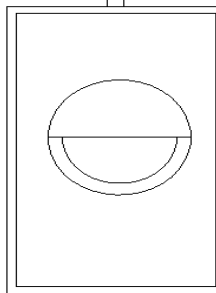


INDICATE OPTION

- ☐ METER ONLY
☐ METER / MAIN

INDICATE OPTION

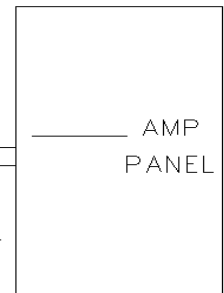
- ☐ INDOOR
☐ OUTDOOR



_____ AMP
METER MAIN

_____ A-2P
_____ A-2P

CONDUIT SIZE _____



_____ AMP
PANEL

3 _____ THWN
1 _____ GRD.

1# _____ TO CWP. AND (2) GROUND RODS
SPACED @ 6'-00 (MIN.) AS PER NEC 250.53.3 (B)



CONTRACTOR COMPETENCY No. _____

PRINT NAME: _____

SIGNATURE: _____

STATE OF FLORIDA. Sworn to and subscribed before me this _____ day of _____ 20_____.

Notary Public

PERMIT NUMBER:

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) TAX FOLIO NO.:

SUBDIVISION BLOCK TRACT LOT BLDG UNIT

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name

b. Address c. Interest in property

d. Name and address of fee simple titleholder (if other than Owner)

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes: NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes: NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified):, 20

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager

Print Name and Provide Signatory's Title/Office

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this day of, 20

By, as (name of person) (type of authority,...e.g. officer, trustee, attorney in fact)

For (name of party on behalf of whom instrument was executed)

Personally known or produced the following type of identification:

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By By